



MERCHANT TAYLORS'
Prep

Information for candidates

Senior Deputy Head

September 2026

For boys 3-11



Welcome from the Head

Thank you for expressing an interest in joining us here at Merchant Taylors' Prep.

MTP is a warm and welcoming boys 3-11 prep school in Moor Park, Rickmansworth. We are a school committed to maintaining a strong academic tradition whilst preserving a balance between the academic, spiritual, emotional and physical needs of our pupils. We seek to develop the boys' character through promoting values and dispositions, high quality teaching and an extensive range of extra-curricular activities.

Since joining the Merchant Taylors' family of schools in 2015 we have been collaborating with the senior school to create, for the first time in Northwood, a 'through school' experience for boys from 3 to 18. This has been a very exciting development conceived with the aim of creating a cohesive and seamless curriculum and making the process of transfer from the prep school to the senior school simpler.

The admissions system for our pupils to Merchant Taylors' School is based on on-going assessment at school and not dependent on one external examination. This has freed significant time in our curriculum, which we have been devoting to 'intellectual curiosity' and the development of higher order thinking skills.

Prior to 2015, we were known as Northwood Prep, with a very successful history since 1910, when the school was founded by Francis Terry. Throughout more recent developments, Francis Terry's original vision of the school has been maintained. A Christian, caring environment has been established where each pupil is valued as an individual and given a full range of opportunities, and all concerned - pupils, staff and governors - strive for excellence.

Mr Miles Chester
Head



The School

History

Merchant Taylors' Prep, originally founded in 1910 as Northwood Prep by Francis Terry, has a long history of excellence in education. The school moved to its current site at Moor Farm in 1982, where it has since flourished. In 2015, the school became Merchant Taylors' Prep, aligning with the broader Merchant Taylors' educational family.

Set on a beautiful 15-acre site, the school combines Grade II listed farm buildings with modern facilities such as the Pre-Prep and Sports Hall. This unique setting provides a stimulating environment where pupils can learn, grow, and thrive. The grounds are rich in history. They are the site of Cardinal Wolsey's home the Manor of the More, later owned by Henry VIII and lived in by Catherine of Aragon, the site of the Treaty of the More in 1525. This heritage is an integral part of the school's character, providing a sense of continuity and inspiration.

Academic Excellence

We provide an exceptional academic experience within a selective setting, designed to challenge and inspire our pupils. Admission is competitive at each entry point, 3+, 4+, and 7+, ensuring we admit boys who will thrive in our supportive, dynamic, and intellectually stimulating environment. Our broad and balanced curriculum is tailored to meet the needs of each individual, fostering intellectual curiosity and a love of learning.

Through a combination of excellent teaching and strong pastoral care, we aim to develop well-rounded, confident learners. Our pupils consistently achieve excellent results and make successful transitions to senior school, with the majority progressing to Merchant Taylors' Senior School. Many boys are also awarded scholarships for their academic achievements and talents in sports, music, and the performing arts.



Senior Deputy Head

Responsible to: The Head

Member of: Senior Leadership Team

Line Management: Assistant Heads

We are seeking an outstanding Senior Deputy Head for September 2026.

The successful candidate will be a thoughtful and inspiring leader with a strong commitment to high-quality teaching, curriculum development and pupil wellbeing. As Senior Deputy Head, they will blend strategic thinking with a clear operational focus, ensuring that the school's vision is translated into consistent, effective practice across all areas of school life.

Research-informed and closely connected to the classroom, they will support and challenge colleagues with confidence, while fostering a calm, inclusive and compassionate culture where staff feel supported and pupils can thrive

Core Purpose

The Senior Deputy Head is the Head's principal operational partner, responsible for the day-to-day leadership and coordination of the school. The role ensures that the school's strategic vision is translated into consistent, high-quality practice across all areas of school life. The Senior Deputy Head holds primary whole-school responsibility for safeguarding, behaviour, pastoral systems and operational coherence, ensuring clarity and consistency across all phases, enabling the Head to retain strategic oversight while remaining closely informed and actively engaged in key priorities.

Senior Deputy Head - Job Description

Key Responsibilities:

Operational Leadership

- Oversee and coordinate the day-to-day running of the school through Assistant Heads and established systems, ensuring clarity, consistency and high standards.
- Translate strategic priorities, agreed with the Head, into clear, deliverable actions
- Monitor implementation and impact, reporting regularly to the Head.
- Ensure strategic alignment across academic, pastoral and operational functions, and operational consistency across teams, phases and leadership layers.
- Act as the central point of coordination for senior and middle leadership.
- Support staff in understanding how systems connect and operate.
- Attend and contribute to whole-school alignment with MTS.

Line Management of Assistant Heads

- Line-manage all Assistant Heads, providing support, challenge and accountability.
- Ensure each Assistant Head is delivering effectively within their area of responsibility.
- Coordinate Assistant Head workstreams to avoid duplication, overload or fragmentation.
- Lead regular Assistant Head meetings focused on delivery, impact and alignment.
- Lead PDR Process for Assistant Heads.

Safeguarding Leadership (DSL)

- Lead safeguarding across the school as Designated Safeguarding Lead.
- Ensure statutory compliance and best practice at all times.
- Maintain oversight of safeguarding systems and staff training.
- Report regularly to the Head and Governors on safeguarding trends, risks and actions.
- Ensure safeguarding culture is understood and lived by all staff.
- Align safeguarding culture and systems with MTS as much as possible.
- Lead safeguarding investigations as required.
- Ensure consistency of safeguarding practice across all phases of the school.

Pastoral Systems & Behaviour

- Lead and ensure the effectiveness of the school's pastoral systems, including behaviour and wellbeing, working closely with the Assistant Head (Pastoral, Wellbeing & Inclusion).
- Ensure:
 - Consistent application of expectations ("Be Ready, Be Respectful, Be Safe")
 - Strong relational practice across the school
 - Clear systems for tracking, intervention and support
- Lead investigations into serious disciplinary incidents as required.

Culture & Consistency

- Ensure consistent implementation of school systems across all phases and teams.
- Maintain high expectations of staff and pupils in line with the school's values of Excellence, Opportunity and Compassion.
- Identify variation in practice and take action to address it.
- Promote a culture of clarity, professionalism and continuous improvement.

Teaching, Learning & Standards

- Maintain strategic oversight of teaching and learning across the school, working closely with the Head and Assistant Heads to ensure consistently high academic standards.
- Work with the Assistant Heads and curriculum leaders to monitor the quality of teaching, learning and assessment.
- Ensure curriculum intent, implementation and impact are clearly understood and enacted in classrooms.
- Use assessment and performance data to identify trends, strengths and areas for improvement.
- Support and challenge leaders and staff to improve outcomes for all pupils.
- Contribute to inspection readiness through oversight of academic standards, evidence and narrative.

Parental Communication and Engagement

- Maintain strategic oversight of Parental Communications.
- Lead parental engagement strategy, including development of PSA and Parent Partners.
- Oversee and support the management of parental concerns and complaints at Stage 2 of the complaints policy.

Strategic Support to the Head

- Ensure clear communication flows between the Head, Assistant Heads and wider staff.
- Translate leadership decisions into clear messages and expectations.
- Act as a trusted advisor and sounding board to the Head.
- Provide accurate, timely insight into the operational reality of the school.
- Support the development and implementation of whole-school strategy.
- Report into, attend and engage at Governor Committee Meetings.
- Deputise for the Head when required.





Senior Deputy Head - Person Specification

| | Essential | Desirable | Method of Assessment |
|-----------------------|---|--|--|
| Qualifications | <ul style="list-style-type: none"> • Qualified Teacher Status (QTS). • Appropriate degree or equivalent professional qualification. | <ul style="list-style-type: none"> • Further leadership qualification (e.g. NPQSL/NPQH or equivalent). • Training in safeguarding leadership / DSL certification. | Applicant's Certificates |
| Experience | <ul style="list-style-type: none"> • Significant experience working in a school leadership role across EYFS, KS1 & KS2. • Experience of leading and managing staff. • Experience of translating strategy into operational practice. • Experience of safeguarding responsibilities within a school. • Experience of pastoral leadership and behaviour management at whole-school level. | <ul style="list-style-type: none"> • Experience at senior leadership level (Deputy / Assistant Head). • Experience of line managing middle or senior leaders. • Experience of whole-school operational leadership. • Experience as Designated Safeguarding Lead (DSL). • Experience of oversight of parental complaints or formal procedures. | Application Form Interview Professional References |

| | Essential | Desirable | Method of Assessment |
|--------------|---|--|--|
| Safeguarding | <ul style="list-style-type: none"> • Commitment to the safeguarding and welfare of pupils. • Understanding of child protection procedures and safer-recruitment expectations. • Ability to maintain confidentiality and exercise sound professional judgement. • Willingness to undertake DSL/DDSL training if required. | <ul style="list-style-type: none"> • Previous experience as a Designated Safeguarding Lead. • Experience of leading safeguarding investigations. | Applicant's Certificates |
| Knowledge | <ul style="list-style-type: none"> • Strong understanding of safeguarding legislation and best practice. • Knowledge of effective pastoral systems and behaviour management. • Understanding of how academic, pastoral and operational systems interact. • Understanding of staff development and performance management. | <ul style="list-style-type: none"> • Knowledge of inspection frameworks and compliance requirements. • Knowledge of change management in schools. • Proficient use of school management and safeguarding systems. | Application Form Interview Professional References |

| | Essential | Desirable | Method of Assessment |
|-------------------------------------|--|--|--------------------------|
| Skills | <ul style="list-style-type: none"> • Strong leadership and organisational skills. • Clear, confident and professional communicator. • Ability to prioritise, coordinate and manage multiple workstreams. • Ability to hold others to account with clarity and compassion. • High level of professionalism and discretion. | <ul style="list-style-type: none"> • Coaching and mentoring approach to leadership. • Ability to manage complex or sensitive conversations. • Strategic thinking alongside operational delivery. • Ability to work confidently with Governors. | Applicant's Certificates |
| Personal Competencies and Qualities | <ul style="list-style-type: none"> • Strong moral purpose and commitment to children and young people. • Ability to lead with clarity, consistency and integrity. • Ability to build trust and maintain professional relationships with staff, pupils and parents. • Emotional resilience and capacity to manage challenge and accountability. • Commitment to the school's values of Excellence, Opportunity and Compassion. | <ul style="list-style-type: none"> • Calm authority and presence. • Influential leadership style across teams. • Sense of humour and perspective. | |



Senior Leadership Team

Senior Leadership Team

Our dedicated and highly experienced Senior Leadership Team works in close partnership with the Head to translate the School's vision and strategic priorities into meaningful practice across all areas of school life. United by a shared commitment to excellence, the team provides clear, values-driven leadership that supports staff, inspires pupils, and sustains high standards. With pupils firmly at the heart of every decision, we are unwavering in our focus on their academic progress, personal development, and wellbeing. This collective approach ensures that Taylors' continues to thrive as an ambitious, forward-thinking school and remains an exceptional place to learn, work, and grow.

Together, the Senior Leadership Team drives the continual development of the School's culture, ethos, and educational provision. By fostering collaboration, innovation, and professional growth across all departments, the team ensures that policies, practices, and initiatives reflect the School's core values and ambitions. Through a combination of strategic oversight and practical leadership, the team creates an environment where pupils flourish, staff are empowered, and Taylors' maintains its reputation for excellence and distinction in education.



Benefits

Professional Development Opportunities

The School offers an extensive induction programme for all new staff and encourages ongoing development through generous INSET provision. Funding for essential training and career progression is provided to help you excel in your role.

Generous Pension & Financial Support

The School offers membership to a Defined Contribution (DC) pension scheme through the Aviva Pension Trust for Independent Schools (APTIS). Additional financial support for scheme members includes life assurance, offering four times your salary in the event of death, and income protection for long-term illness or injury.

Health & Wellbeing

Your wellbeing is a priority, with access to on-site School Nurse, and counselling services/Employee Assistance Program (EAP). We also offer free access to our extensive leisure and sporting facilities, including a gym, swimming pool, and parkland.

Work-Life Balance & Family Benefits

Enjoy longer holidays than the maintained sector, along with free lunch and refreshments during term time. Fee concessions are available for the children of members of our teaching departments subject to entry requirements. Additional lifestyle perks include cycle schemes, parking, and discounts.



Applications

Please apply by downloading our application form from the school's website www.mtpn.org.uk and either email to recruitment@mtpn.org.uk or send by post to:

Mr Miles Chester, Head
Merchant Taylors' Prep
Moor Farm
Sandy Lodge Road
Rickmansworth
Hertfordshire
WD3 1LW

Closing date for applications: 11 May 2026, 8AM

Interviews to be held on 15 May 2026 (online) & 20 May 2026 (on-site)

Suitable candidates may be interviewed before the closing date and Merchant Taylors' Prep reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

Merchant Taylors' School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).



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Tel: 01923 825648

Email: office@mtpn.org.uk

www.mtpn.org.uk

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Transparency Notice, which can be found on the Policies page of the School Website